

**Richmond Public Library
Meeting of Trustees
28 October 2019**

Call to Order:

The meeting was called to order at 9:44 am by Mr. Jerry Mills Chairman of the RPL Board of Trustees. The meeting was attended by Ms. Wendy O'Brien RPL Librarian and John Lewis Secretary.

Recognition and Comments of Guests

No guests attended this meeting.

Disposition of Minutes of Previous Meetings

Jerry Mills moved that the minutes of the RPL Trustees Meeting should be accepted without revision.
JAL Seconded

Treasurers Report

Douglass Bartlett (Treasurer) reported post meeting to Wendy O'Brien the balances were held in the checking accounts

Checking Accounts

Operations Acct

As of 28 October **\$21,037.44** was available in the Operations Acct at TD Bank with four checks yet outstanding

Librarian's Account Acct

As of 28 October 2019 **\$967.72** was held in this account.

Librarian and Archivist Report:

The Librarian's report 22 October 2019 was accepted without revision.
Motion by JM. Seconded by JAL

Librarian Report

Wendy's various tireless and imaginative programming for the Richmond Community continues to offer the RPL as a community resource. The Wednesday and Saturday story times continue and are focused on an outreach to new Richmond residents with young children.

The Fred Marple potluck dinner was very well attended.

The Interlibrary Loan statewide system is now on line and has led to an increase in lending to other libraries. The increased effort required to make the Interlibrary Loan a success has been put forth by Wendy and note of these additional responsibilities emphasize the need to provide Library Assistant support for Wendy.

Archives Report

Wendy continues to consolidate boxes of archival in Keene Storage which should ultimately reduce storage costs. A good example is the Richmond Rooster boxes which contained duplications and omissions. The latter which Wendy has provided with print outs and hardcopy print outs of all Roosters which were only published online.

It is important to note that the Richmond Archives are not only a community resource but are relied upon by a larger community of distant historians with Richmond associations and the address of queries are a part of the Archivists many duties. The thoughtful and timely fulfillment of research requests reflects positively on the RPL and presents Richmond as a community mindful of its rich heritage.

RPL Maintenance and Rehabilitation

Steve LaFlam has completed sealing tightly the exposed sills on the north and east of the original building and applied a single coat of paint planning to apply the second coat the Week of the 28th of October. Steve has completed reroofing the shed and entrance. Electrician Tim Touissaint has replaced the ballast in the main room. The air conditions have been removed and the handicapped railing and front steps have been sanded and repainted by Jerry Mills and John Lewis. Post Mtg Note. The storm glass on the back porch door has been reinstalled by Jerry Mills. Awaiting Selectman's decision about the quote for appropriate storm windows to control winter heating costs at the RPL.

Old Business

The RPL gardens which were planted and maintained by Jan Weekes have been a source of pleasure and pride through the summer. As late Fall approaches, Jan Weekes has provided a Fall/Winter garden care manual and provided mulch to cover the knockout roses. A note of RPL Appreciation and thanks was sent to Jan Weekes 1 November 2019.

The plaque to note the significance of the granite threshold to be installed at the entrance to the RPL garden has been received from Healy Plaques. A visit to Athol Granite to assess the present statues of the cleaning and to obtain dimensions of the granite threshold for excavation for its setting will be scheduled shortly. A proposal for a white picket to define the Western boundary with the removal of the post and rail fence continues in development.

New Business

The names of the RPL personnel who should have access to the three trust accounts, Bartram Trust, Orcutt Trust and Atkins Archives funds has been updated. Jerry Mills and Douglass Bartlett now have access to all of the trust accounts at TD bank.

All RPL spending for 2019 has been on pace within proposed budget, with only slight excess in Heat and Electricity expenditures anticipated.

Discussion of the proposed RPL budget for 2020 identified opportunities for line item reduction including Dues/Subscriptions, General Supplies, and Postage. All other line items will be requested without modification from the 2019 budget with the exception of a proposal for an increase of 2 hrs per week for a Library Assistant which will add \$1,248 to the 2020 budget proposal if all hours are consumed in 2020.

A meeting with the Richmond Board of Selectmen to discuss the proposed RPL 2020 Budget will be held on 4 November 2019 at 6pm.

Monetary Gifts and Donations

No donations were received since the last RPL Trustees meeting

Next Meeting

The meeting was called to close at 10:57 am.

The next meeting of the RPL Trustees will be held at the RPL at 9:30 am 2 December 2019.

Submitted 4 November 2019

John A Lewis
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